



New Jersey Department of Children and Families Policy Manual

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Double click here to view or print the CP&P Form [5-24](#), Employment Reference.

Instructions 10-30-2006

PURPOSE AND USE

The form is used to obtain employment-related information about a prospective resource family parent.

INSTRUCTIONS FOR COMPLETING THE FORM

The form is sent to the employer of each prospective resource family parent with CP&P Form [5-23](#), Cover Letter, and a photocopy of the CP&P Form [26-15](#), Authorization to Release Information, signed by the prospective resource family care provider. Enclose a stamped envelope addressed to the Local Office/Sponsoring Agency.

A copy of the cover letter is placed in the resource family parent's record to verify that the reference was sent.

DISTRIBUTION

Original - Employer of each prospective resource family parent. File in the prospective resource family parent's record when returned to CP&P.